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Air Resources Board

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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: August 29, 2001

SUBJECT: SAFETY MEETING IDEAS -- SEPTEMBER 2001

Suggested issues to discuss during your next meeting are:

1. Distractive Driving

Because Americans are now spending so much time on the road, some drivers attempt to tackle other tasks while driving. This is not a safe practice. A driver's primary responsibility is the safe operation of the vehicle. No other activity should interfere with that responsibility. According to a 1994 Prevention magazine survey, the top ten activities people performed while driving include:

- 95% listening to music or news
- 71% drinking beverages
- 66% eating
- 64% changing a tape or CD
- 33% reading a road map
- 18% talking on a phone
- 16% combing hair
- 14% putting on make-up
- 6% reading a magazine
- 4% shaving

Don't let these things or any other distract your attention from the road. Let's take the responsibility of driving seriously!

2. Vehicle Air Bag Safety

During a vehicle accident, air bags deploy up to 200 miles per hour! The force of an air bag can hurt those who are too close to it. It is recommended that there should be at least 10 inches between the person and the dashboard. Also, drivers need to be careful of where they place their hands on the steering wheel while driving where

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

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there is an air bag. Children twelve years old and younger should not ride in a seat where there is an airbag, especially infants facing backwards. Many fatalities have occurred with small children and air bags.

3. "First-Aid Injury/Illness Report" Form ASD/PMP-207 for Reporting Non-serious Injury and Illnesses that Occur at Work

The "First-Aid Injury/Illness Report" Form ASD/PMP-207 (attached) should be completed to document and report any minor work-related injury or illness such as scratches, cuts, splinters, bruises, and so forth which do not require professional medical treatment or result in lost time from work beyond the date of the injury. The form should be completed by the employee and given to his/her supervisor who signs the report and routes to the Worker's Compensation Analyst. For more serious injuries or illnesses, **do not** complete this form, you should contact the Workers Compensation Analyst, Carol Del Toro at (916) 322-0603.

Document your meeting by using [Form HS-1](#) "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.